

MINUTES
JOINT SESSION
HAMILTON COUNTY BOARD OF COMMISSIONERS
AND
HAMILTON COUNTY COUNCIL

April 1, 2009

The Hamilton County Board of Commissioners and Hamilton County Council met in Conference Room 1A in the Hamilton County Government and Judicial Center, One Hamilton County Square, Noblesville, Indiana.

Council President Judy Levine called the meeting of the Hamilton County Council to order with Auditor Coverdale declaring a quorum present of:

Councilor Brad Beaver	Councilor Judy Levine	Councilor Meredith Carter (absent)
Councilor Jim Belden	Councilor Steve Schwartz	
Councilor John Hiatt	Councilor Rick McKinney (arrived late)	

Commissioner President Steve Holt called the meeting of the Hamilton County Board of Commissioners to order with a quorum present of:

Commissioner Christine Altman (arrived late)
Commissioner Steven C. Dillinger
Commissioner Steven A. Holt

Overtime

Auditor Coverdale distributed the Overtime Usage Report and Comp Liability Report for review. The Overtime Report shows the 2008 Overtime Expenditures, 2009 Adopted Overtime Budget, 2009 Overtime Expenditures to Date, Percentage of 2009 Budget and the difference of what was adopted for 2009 and what was expended in 2008. The negative numbers show the shortage in what was adopted and actually spent in 2008. Holt asked if the appropriation is a problem or is there more overtime being used to date in 2009 verses 2008? Coverdale stated the Clerk, Parks and Sheriff's Department have other funds that they can pull money in for overtime so it does not impact County General. This report shows the impact on County General for actual expenditures but it has never had to be totally funded at budget time due to the other revenue sources. Altman stated this report points out we are spending half a million dollars for overtime and we would be better served to put in personnel and spend time and a half. Beaver stated then we have to think about benefits, to date the trade off advantage has been to pay overtime. Levine stated another issue is Compensatory Time and when people want to use it then other employees are used to fill in and then we are paying overtime. Ms. Sheena Randall stated the Personnel Committee discussed the following considerations:

- 1) Employees must follow their established work schedule which includes:
 - a. Take a lunch hour or establish a flex schedule to retain standard business hours.
 - b. Work time begins when employees arrive at their designated work site.
 - i. Travel time policies must be followed
 - ii. Staff with possession of County Vehicles are not on the clock until arriving at their designated work site.
 - c. All overtime is prohibited until assigned to staff by management
- 2) Management considerations:
 - a. Audit all work schedules/payroll schedules (using Kronos/Eden software).
 - i. Employees may be assigned adjusted schedules (i.e. direct to arrive late or leave early (day or week ending period).
 - b. Identify justification for overtime assignments. Overtime must be assigned only when necessary (when revenue is available).
 - c. County Council will not fund additional appropriations for overtime expenditures.
 - d. Acknowledge County policies and procedures for work/leave time and apply uniformly.
 - e. Analyze staffing needs (example: General clerical duties should be performed by clerical staff rather than higher ranking positions).
 - i. Must utilize part-time staff for on-going projects or exceptions
 - ii. Must cross-train staff to subsidize staffing needs
 - iii. Must monitor requests for time off to avoid overtime of other staff
 - iv. Review job descriptions for accuracy
 - v. Training schedules should be set during normal work hours.
- 3) Commissioners/County Council Considerations:
 - a. Communicate this information to management staff
 - b. Continue education to management staff (through HR/Auditor's Office)
 - c. Consider amending Overtime/Compensatory leave policies
 - d. Consider creating an Overtime committee (to be determined by Commissioners/Council)

Altman suggested having a scale with different salary points that includes insurance (single or family); the percentage costs will decrease as the payroll amounts increase so we can analyze if it would be cheaper to put more people on verses paying overtime.

Jail Staffing

Sheriff Carter stated they have been looking at overtime for the last 15 months. They are looking at the jail population, functions and operations, part-time use and use of Reserves. Carter has discussed with Dan Stevens the preparation of a job task analysis to identify an appropriated line and if we are operating as efficiently as we can. The other side is the number of inmates housed at the jail. The jail population over the last three months (slowest months of the year) was over 400 inmates for 20 days in a row in March. Carter gave a comparison of the number of officers and calls from 2003 to 2008. If the trend continues Carter estimates they will have well over 500 inmates in July 2009. The combined action of the Judges, Prosecutor, Community Corrections, Juvenile and Jail determine the part-time and overtime

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allocations. Lieutenant Josh Carey and Captain Eddie Moore have been working on streamlining the jail operations which has shown a net reduction of population numbers but we have had to cut services such as minimum staffing went from 13 to 10 Officers per shift. Carter stated he is very concerned about the jail population during the summer months. The Criminal Justice Taskforce has proven to be a very successful measure of solidifying the factions of government that effect the jail population on a daily basis. If there is an inmate population greater than 414 or 416 on any given day the short term solution is to lock every inmate down in a confined space. The effects of that would be a very dangerous environment. Almost 2,200 inmates have been through the facility since January 1, 2009, 2111 have been released. The challenge is trying to get inmates out of the Jail as quickly as possible. Commissioner Dillinger recommended the corrections officers handling the data entry in booking be replaced with civilians thereby adding two additional officers available for the inmates. Carey stated the pods are designed for 46-48 inmates with 78 inmates currently housed in each pod.

Carter stated they have met with the Judges and they are looking at their calendars/dockets. There is a need to follow the inmates and their connectivity to other courts. Moore presented information gathered by the Subcommittee of the Justice Taskforce. They are looking at it as systemic problem, not just a jail problem. They are trying to come up with a way to put in jail only the people a community is afraid of, not mad at. Dillinger stated the new work release facility will be open in July, which should help the overcrowding. In another year the old work facility will help alleviate more of the overcrowding. These are all temporary solutions, they are trying to look at inefficiencies inside the Jail to be able to turn people around from the time they are arrested until they are bonded out. The Judges have been very cooperative and are making a concentrated effort to look at a long term solution.

Altman stated she would like to look at the jurisdictions to see who is bringing in people and why. Beaver asked if they have had any conversations with the Mayors? Dillinger stated they have not, they thought they would narrow down specifics before we meet with them. Altman stated they need to know what the cost is per taxpayer to process someone who is brought into the jail. Carter stated Carmel will be adding 26 policemen in 2009, Fishers is adding at least six officers and probably doubling that for the southeastern annexation area, Noblesville is short seven officers and Westfield anticipates hiring a significant number in 2009 and 2010. Carter stated he has spoken with the police chiefs about this situation and the complexities associated with every single person. Beaver stated unlike past years we can't throw money at this. Dillinger stated the Personnel Committee has approved an additional two people to alleviate the six week wait for an ankle bracelet. The Judges are working on their part and should have a report back to the Committee in three weeks. Altman would like to know from the Sheriff what the costs are for processing each person through booking. Schwartz asked if an efficiency study is needed? Carter asked the Commissioners and Council to let his department prepare an efficiency study; Dan Stevens will look at the processes as well as the costs associated with those processes. This study needs to be an objective overview of every facet. Dillinger asked Carter if he has the costs for the data entry positions for intake and release so the jail deputies do not have to do that? Carter stated they don't have numbers; any hour that they have someone there will free up somebody to help with the inmates. If it is one person for twenty hours per week or two people for twenty hours a week it would free up one officer for one week. Holt stated this is a work in progress, we are all up to speed on the issues and the Sheriff is working on it and will bring back recommendations.

Moore reported the following statistics:

- February 23 – March 25 average Jail population = 294
- 12 consecutive days in that period they hit 400 and above
- Average daily bookings = 32, book outs = 28 with an average total of 60 per day
- Jails are considered “at capacity” when the population reaches to 80%-90% of the rated capacity
- Jail has been at 134% capacity this year and 144% capacity last month
- Jail was at 113% capacity for 2008
- Bare minimum of Jail officer staffing is 10 per shift, one officer is in the control room and one in medical control leaving eight (8) officers with 400 inmates

Dillinger requested the Council's consensus on giving Sheriff Carter permission to put numbers together for part time clerical help for the Jail, this is something we can do right now. Beaver asked if this would be two (2) new people over what is on the county payroll right now? Dillinger stated yes, we are not asking for extra money. If Sheriff Carter can get some part-time money and get more clerical help inside the jail it will prevent us from hiring new officers, which is less expensive than paying full time people with benefits. This is something that could be done now and would provide efficiency and turn things around in the jail. Carter stated he can hire the clerical staff now if the Council will approve his use of other funds as his overtime/part time funding becomes short towards the end of the year. Judy asked for a show of hands in favor of hiring the clerical staff? There was a unanimous show of support.

Carter stated he will have the efficiency study completed in 60 days. Carter informed the group that the jail annex completion date is scheduled for January 1, 2010 which will be employee heavy. Moore and Carey have been given the task on how we are going to staff the annex as a relief valve for the adult jail. Carter suggested the next work session be held at the jail so the Commissioners and Council can see the flow and why they need additional staff to handle the overflow.

Budget Memorandum

Levine stated this recession will hit Hamilton County in 2010; there is proposed legislation that property tax caps will go to 1% starting July 2009. Incomes are down, income taxes will be down. Property taxes will be down, Food and Beverage taxes will be down, we are growing but not at the rate we were. Please keep this in mind on any decisions you make. Levine requested approval of a memo to the department heads asking the departments to stick to their

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budgets that were approved; there will be no additional appropriations from this evening on. Beaver stated he is not opposed to sending the memo but wants to wait until the end of the legislative session to see what has passed. Levine asked Coverdale to hold the memo until next month.

Indianapolis Executive Airport

Beaver reported the FAA (Federal Aviation Administration) has awarded Indianapolis Executive Airport (IEA) \$4.3 million of stimulus money for reconstruction of the runway. The runway will be grinded off with a new surface put down. The runway will remain the same length. This is 100% funding. The project will be 45 days in length with an additional five rain days, if needed. The small taxiway will remain open for small planes. We have to have a signed contract in order to receive the money; the County requires appropriation of the money before we sign the contract. Beaver stated he has spoken with Mike Reuter and Mike Howard and there is enough cash on hand to front this money for the 50 days. Howard stated the only money needed outside the grant money is loss of revenue for the FBO (Field Base Operator). Howard and Don Silvey are working on what the amount of that loss would be and will be requesting an appropriation at the May Council meeting. There is money in an airport fund available for the appropriation; it will not be new money. Howard estimates it will be \$80,000 to \$90,000 of lost revenue. Levine asked if the Master Plan is completed and paid for? Silvey reported it is being reviewed by the FAA, and then it will come back to us so we can incorporate their comments and then back to the FAA for one more review. Silvey stated in February the FAA awarded the airport two (2) reimbursement grants totaling over \$300,000 for the Master Plan and engineering of the runway reconstruction; this was before we received the funding for the runway reconstruction. Currently we have received \$4.6 million of FAA funding in 2009. Altman asked if there are penalty clauses if the contract runs over the time limit? Howard stated yes, it is a per-diem to meet the lost revenue. Howard stated they are requesting the full appropriation so they can sign the contract. Because this is going to be a quick time line they are doing everything they can to expedite payment to the contractor. In the years we have owned the airport we have not lost one nickel of FAA money that has been promised to us. There will be a signed grant application before any money is spent. The airport will close the second week of May with the project to be completed before the U.S. Senior Golf Championship.

Dillinger informed the Boards that at the last meeting of the Indianapolis Airport Authority; the staff of Indianapolis Airport complimented the management of Indianapolis Executive Airport, what we have done with it, how much competition it is for them, etc. They think we are doing a wonderful job.

Child Welfare

Levine stated there is a Bill being presented with language stating that the counties with overages in Child Welfare will be able to use the money for any lawful purpose.

HB 1660

Altman stated HB 1660 has passed. HB 1660 gives local counties the option that if they are part of a regional transportation district, similar to CIRT, to adopt a local option income tax or CADGIT. It also gives the entity the option to create transit districts that could capture a transit line (ie: the northeast corridor). Included in the Bill is \$15 million for CIRT to work on that grant. Altman is concerned that we are getting strong resistance from the Senate even though it is an optional process. It gives the county the ability, if we believe in this project, to adopt a tax to fund it. It is not mandatory, it is optional. Parallel information is in another Bill, Luke Kenley has stripped the funding for central Indiana out of the Bill. He has said we are not ready, we do not know what we are doing and CIRT gets thrown out and all of the money goes to Lake County. Altman asked the Council to adopt a Resolution supporting the adoption of HB 1660 to be presented to Hamilton County's delegation. If we don't have the ability to fund the local share then we will miss out completely on the stimulus and miss out on what we anticipate being a highly increased program for transit under the Obama administration. We will lose at least 18 months of federal money and hundreds of millions of dollars of federal money.

Dillinger moved to adjourn the Commissioner meeting. Altman seconded. Motion carried unanimously.

Hiatt moved to adjourn the Council meeting. Belden seconded. Motion carried unanimously. (6-0)

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Others Present

Dawn Coverdale, Auditor
Mike Howard, County Attorney
Jeanette Kassebaum, Council Attorney
Fred Swift, Administrative Assistant to Commissioners
Robin Mills, Chief Deputy Auditor
Kim Rauch, Administrative Assistant to Auditor
Sheriff Doug Carter
Major Mark Bowen
Dan Stevens, Sheriff’s Department
Captain Eddie Moore, Sheriff’s Department
Lieutenant Josh Carey, Sheriff’s Department
Sheena Randall, Human Resources Director
Don Silvey, President, Hamilton County Airport Authority
Rob Annis, Indianapolis Star

APPROVED
HAMILTON COUNTY BOARD OF COMMISSIONERS

ATTEST

Dawn Coverdale, Auditor

Date: _____

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ATTEST

Dawn Coverdale, Auditor

Date: _____